

DOOR COUNTY 4-H LEADERS ASSOCIATION FINANCIAL POLICY STATEMENT

1. PHILOSOPHY

The financial policy of the Executive Committee shall be to secure and manage funds consistent with the Wisconsin 4-H Mission Statement and the approved budget of the Door County 4-H Adult Leaders Association.

2. BUDGET & FINANCIAL YEAR

An annual budget shall be prepared by a committee of the Adult Leaders Committee and approved by two-thirds majority of the 4-H Leaders Association members at the annual meeting each year. The fiscal year for this organization shall run from July 1 through June 30.

3. AUDIT

An annual audit of the financial records will be made by a committee comprised of the 4-H Leaders Association President and Treasurer along with an outside source at the end of the fiscal year. An audit will also occur when a new Treasurer takes office. An audit report will be presented to the Adult Leaders Association for approval. A semi-annual audit will be conducted by the Executive Committee to see if adjustments need to be made.

4. SOURCES OF REVENUE

The Adult Leaders Committee shall determine the funding needs and sources of revenue to maintain the county 4-H program. A checking account shall be maintained in a FDIC or NCUA insured financial institution approved by the 4-H Leaders Executive Committee for deposit of monies and for payment of current obligations. All financial accounts need to have two signatures on the signatory card. The treasurer shall transfer excess funds not needed to satisfy current obligations to a savings account including but not limited to a traditional savings account, money market account, certificate of deposit and/or endowment.

5. PROCEDURE FOR EXPENDITURES / REIMBURSEMENT

- A. All requests must be in writing by an active member. Fund requests must be submitted within 30 days of the event. Request forms are available at the Extension Office or on the Door County Extension website.
- B. No one will be empowered to spend 4-H Adult Leaders Association monies without approval from the Adult Leaders Committee.
- C. Those normally expected to request expenditures are:
 - 4-H Program Educator
 - Adult Leader Committee Officers
 - Food Stand Managers
 - Authorized Trip Chaperones
 - Committee Chairpersons
 - County Resource Leaders
- D. Expenditures shall not exceed the amount budgeted for the activity or purpose without specific permission from the Committee.
- E. The Adult Leaders Committee will review reimbursement requests and authorize payment at their regular Committee meetings. Requests will be approved by the Committee at a regular Committee meeting prior to payment.
- F. Request for funds not previously budgeted shall come before the Committee for review and approval prior to the expenditure.
- G. Requests for funds above the amount budgeted (i.e. financial hardship), will be considered on case-by-case basis. Requests must be in writing.
- H. The Committee will not donate money to other non-profit organizations.
- I. Reimbursement requests shall be submitted for approval at a regular Executive Committee meeting.
- J. The treasurer shall collect receipts and make disbursements in accordance with the approved

budget as authorized by the Committee.

The following is a guideline for program support subject to availability of funds and budgeted monies.

A. Out-of-County Travel (within the continental U.S.)

- Reimburse 50% of total mileage at IRS rate (total miles x IRS rate x 50%)
- Alternate transportation to events may also be reimbursed subject to the same approval (i.e. van rental for teams, exchanges, etc.).

B. Lodging

- Chaperones: 100% of the chaperone cost per the State guideline of 1 to 10 per gender will be covered. Chaperones need pre-approval from 4-H Program Educator.
- Youth and adult participants: 75% will be reimbursed, up to \$200/night.

C. Meals

- Up to \$20/day is reimbursable for chaperones and youth and adult participants.

D. Registration Fees

- Chaperones: 100% of the chaperone cost per the State guideline of 1 to 10 per gender will be covered.
- Youth and adult participants: 75% of registration fees will be reimbursed after attending the event.

E. Specific Activities

- **State & National Trips** – Pay 75% of the delegate cost. Approved trips: Citizenship Washington Focus, Wisconsin 4-H & Youth Conference including state teams, National 4-H Congress, National 4-H Conference, State & District 4-H Events including State Fair, Space Camp. Support to be established by the Executive Committee annually based on requested amount at the beginning of the budget year.
- **Camp Counselor & Training** – Pay 100% of the delegate cost.
- **Summer Camp/Day Camp** – Pay 50% of the total cost for 4-H members. Transportation costs of all Door County participants will be covered.
- **Awards and Recognition** - The Executive Committee supports the awards and recognition program including the banquet. The Committee pays for the meals of invited guests and 50% of all meal costs.
- **Memorials** – Committee approval as budgeted.
- **County 4-H Committees** - Support to be established by the Executive Committee annually based on requested amount at the beginning of the budget year.

6. REPORTING REQUIREMENTS

All 4-H Clubs and Groups with a checking and/or savings account must submit an Annual Financial Report and supporting documents to the 4-H Program Educator by September 1 or the date set by the 4-H Program Educator. The Annual Financial Report and supporting documents include:

1. Wisconsin 4-H Clubs & Groups Annual Financial Report
2. 4-H Club or 4-H Group Audit Checklist
3. Copy of the checkbook and/or savings registry, covering July 1-June 30
4. Copy of the bank statement ending June 30 or July 1 for each account. Any differences between the bank statement(s) and the ending balance reported must be reconciled. Upload the reconciliation with the Annual Financial Report.
5. Current inventory of land, buildings, property, or project equipment with individual values of \$1,000 or more.
6. Monthly Treasurer's reports for 4-H Clubs or Groups with annual income greater or equal to \$20,000.

The Annual Financial Report allows the 4-H Club or Group to qualify for federal tax-exempt status under the University of Wisconsin Board of Regents General Exemption Number (GEN) for

Wisconsin 4-H Clubs and Groups. Failure to submit a completed Wisconsin 4-H Clubs & Groups Annual Financial Report and supporting documents by the due date could result in loss of tax-exempt status and forfeiture of all financial assets.

7. FUNDRAISING IN THE NAME OF 4-H

All funds raised in the name of 4-H must be deposited and distributed through an approved 4-H account at the club or county level.

8. INSURANCE

The 4-H Adult Leaders Association shall provide adequate insurance coverage for all approved activities.

9. DISPOSAL OF PROPERTY

The Executive Committee shall dispose of used, antiquated or unwanted property at its own discretion. Disposal of assets valued over \$1,000 need to be approved by the 4-H Adult Leaders Association.

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